

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE E-FB 22-053
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-036
UNIT NAME AND LOCATION Fisheries Branch – West Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-036

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent serves as the Inland Fisheries Assessment and Management Program (IFAM) lead for Fisheries Branch (FB) and is engaged in a broad range of fisheries management, research, resource assessment, and outreach objectives. The incumbent is FB's technical expert and lead scientist and will coordinate with regional environmental scientists in developing, implementing, and managing projects to maintain and improve both warm and coldwater recreational sport fisheries in lakes and reservoirs statewide. Incumbent independently identifies problems, develops research projects to assess sport fisheries and the environment in which they depend; keeps the Supervisor and Environmental Program Manager apprised of developing significant issues; and serves as the lead for other IFAM project staff within FB. Duties include but are not limited to the following essential functions:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Management, Planning, and Research - Act as the Department coordinator for statewide resource assessment and management as they relate to recreational angling for warm and coldwater sport fisheries; use scientific knowledge of current fisheries techniques to develop and lead research efforts and implement resource assessments that will increase understanding of warm and coldwater sport fisheries found in lakes and reservoirs statewide and develop applied questions relevant to provide an understanding of fishery management issues. Lead the development of fish tournament permitting policy based on the new Title 14, Section 230, California Code of Regulation; organize and plan the annual initial offering meeting for fishing contests. Coordinate with regional environmental scientists to finalize and implement actions outlined in the Landlocked Salmon Management Plan. Provide guidance for staff statewide implementing surveys or studies of lake and reservoir aquatic habitats and assist in the development and implementation of habitat enhancement projects to enhance various warm water sport fisheries. Serve as a technical expert in the review, preparation and negotiation of recommendations for sport fish regulations to benefit popular warm and coldwater sport fisheries. Communicate sampling and safety protocols with other Department personnel to assure accurate sampling and safe working conditions.</p>

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30%	<p>Disseminate information and study results to Fisheries Branch and Regional personnel on project activities and findings through preparation of annual and final reports, technical manuscripts, information leaflets and popular articles, administrative reports, oral and electronic presentations, interpretive exhibits, and the Department's Inland Fisheries internet homepage.</p> <p>Coordination and Outreach - Inspire confidence and effective working relationships with regional environmental scientists, as well as interested Tribes, staff of other state and federal agencies, and members of Non-Governmental Organizations (NGO), by providing technical information on status of warm and coldwater sport fishery populations and management. Coordinate with department public information officers to ensure consistent messaging and build public support for fisheries projects. Develop articles, press releases, and conduct outreach presentations to NGO's. Provide statewide coordination of the landlocked salmon fisheries program by planning, attending, and participating in regional work plan meetings and serve as the statewide contact for Department biologists and the angling public regarding landlocked salmon and other warm and coldwater sport fisheries. Plan and conduct bi-annual stakeholder meetings to inform anglers of landlocked salmon fishery status and adaptive management actions. Plan and coordinate with regional staff, interested stakeholders, and fishing contest sponsors the annual initial offering of freshwater fishing contest permit application acceptance. Coordinate with regional staff to ensure statewide consistency for the processing of fishing contest applications, special conditions, and permit approvals.</p>
10%	<p>Inventory and Monitoring - In coordination with regional environmental scientists design and implement general fish surveys of warm water sport fisheries to document and compare species composition, diversity, and relative abundance among lakes and reservoirs statewide; design and oversee the implementation of angler surveys of both warm and coldwater sport anglers to assess catch and harvest, fish recruitment, length, weight, and associated structural indices such as age, growth and mortality rates, population size, and species composition.</p>
10%	<p>Program Support - Provide expert analysis of state and federal policies and legislation affecting fisheries, including detailed bill analysis; developing recommendations for new or revised policies, procedures, or management plans for native fish populations; analyzes complex data and prepares technical reports on fisheries management, including synthesis of existing fisheries data; provides technical review for research, incidental take, and listing regulations/permits under the provisions of California Endangered Species Act (CESA) and Endangered Species Act (ESA); assist with review and compliance of California Environmental Quality Act (CEQA) for native fish restoration projects.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend training as needed to enhance performance in the position and program knowledge. Represent the Branch and Program by participating in Department statewide working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with Department staff, local coordinated resource management groups, and other organizations. Perform other administrative duties including time expenditures reports, expense claims, annual individual development plans, and annual work plans.</p>

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	<p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholder's interests. Willingness to engage in research activities.</p> <p>Interpersonal Skills: Ability to work independently and in a team setting. Ability to get along with diverse personalities while maintaining a high level of professionalism. Ability to collaborate with staff throughout the state. Communicates politely, tactfully, and firmly as necessary with members of the public, and demonstrates excellent listening skills and effective negotiation skills. Strong ability to work with people, identify and assist in the development of partnerships.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Performs duties in office environment and at various meetings and venues, and through web-based meeting platforms. Ability to use a personal computer and keyboard at least several hours a day, which may involve moving around for brief periods to access files, references, and other program materials. In addition to working with West Sacramento based staff, interact with regional staff and members of the public via e-mail, internet conferencing, telephone and onsite to complete work assignments. The position may require travel throughout the State including overnight travel, early mornings, late nights, weekend work, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle, and work in inclement weather. Incumbent will occasionally direct and conduct biological resource work in the field. A valid California driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as Department staff. This position is eligible for telework consistent with current state and Department policies.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Jessica Moya	<table border="1"> <tr> <th data-bbox="899 1375 1377 1409">SUPERVISOR'S SIGNATURE</th><th data-bbox="1377 1375 1520 1409">DATE</th></tr> <tr> <td data-bbox="899 1409 1377 1472"></td><td data-bbox="1377 1409 1520 1472"></td></tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.					
PRINT EMPLOYEE'S NAME	<table border="1"> <tr> <th data-bbox="899 1598 1377 1631">EMPLOYEE'S SIGNATURE</th><th data-bbox="1377 1598 1520 1631">DATE</th></tr> <tr> <td data-bbox="899 1631 1377 1694"></td><td data-bbox="1377 1631 1520 1694"></td></tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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